YATE ACADEMY

RECRUITMENT PACK

Yate Academy,
Sundridge Park
Yate
BS37 4DX

Telephone: 01454 333560

Email: info@yateacademy.co.uk

Dear Candidate

Thank you for your interest in the role of Reprographics & Cover Supervisor at Yate Academy.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. At Yate Academy we firmly believe in disruption free learning and in fostering an environment where all children are able to learn and all teachers are able to teach. We believe our students deserve the highest expectations and high quality teaching is central to everything we do. As such all staff have dedicated intellectual preparation time as part of their allocated contact time. This deliberately facilitates the sharing of knowledge, best practice and planning.

We also understand the pressures on school staff and the lack of flexible working options in many schools compared to other industries. The academy is currently undergoing a trial year in which every member of staff is allocated one afternoon every two weeks (pro rata) as flexible working time. If you are a diligent professional with high standards who values exceptional student behaviour and a workplace which truly prioritises learning, we want to hear from you.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Yate Academy is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Kariann Pickford:

KPickford@yateacademy.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Eddie Rakshi, Headteacher

ABOUT OUR SCHOOL

At Yate Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Yate Academy a better chance of success than if they attended any other school in the country.

Leadership, resilience & citizenship run through all aspects of school life.

Leadership

We set a high standard, we set the standards for others. We lead by example; we lead the way.

Resilience

We work hard. We never give up , we keep going and never give up.

Citizenship

We are kind, polite and honest. We make a positive impact on others. We make a positive contribution to our school community.

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TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary will be calculated in line with NJC pay scale, Grade 10 points 7 to 11

£26,403.00 - £28,142.00 per annum (FTE) actual salary will be £22,769.38 - £24,269.05

HOURS OF WORK

36 hours per week Term time only, plus all INSET days

Working pattern:

8:00am - 4:00pm Monday to Thursday

8:00am - 3:35pm Friday

PLACE OF WORK

Yate Academy, Sundridge Park, Yate, BS37 4DX.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Reprographics & Cover Supervisor
Responsible to:	Reprographics & Cover Manager
Responsible for:	N/A

ROLE OVERVIEW

Yate Academy is looking to recruit a Reprographics & Cover Supervisor. This role will require you to supervise the learning of whole classes during the absence of the class teacher and involve you providing a comprehensive reprographics and resource management service to the Academy.

MAIN DUTIES AND RESPONSIBILITIES

Cover:

- Providing supervision of pre-prepared tasks in classes where the normal teacher is absent, ensuring appropriate pupil behaviour conducive to the completion of set tasks.
- Ensuring a purposeful and constructive working environment.
- Dealing with immediate unforeseen problems or emergencies according to school policies and procedures.
- Reporting back to the class teacher, subject leader or inclusion unit on issues arising from the lesson.
- Responding to questions from students relating to process and procedure.
- Collecting completed work and returning it to the appropriate class teacher or subject leaders.
- Covering tutors and dealing with the day to day administration tasks associated with that role.
- Differentiating work set when necessary to ensure work is accessible for all students in the group.
- Invigilating in exams as required.
- During times not needed for cover, working with departments on a rota basis on a range of administrative tasks.

Reprographics:

- Operate and maintain printing and associated equipment including photocopiers, binding, stapling and laminating machines.
- Operate ICT equipment to produce documents as required, using desktop publisher and other Software and to move reprographics forward using ICT.
- Undertake routine maintenance tasks for printing equipment at the Academy including taking monthly metre readings as required by equipment maintenance companies.
- Arrange for repair of equipment as required.
- Produce a wide variety of printed and copied documents and resources to meet the needs of the Academy.
- Make sure photocopier metre readings are taken regularly to determine departmental usage and pass details to Finance in order to facilitate further billing.
- Advise and support teaching and other staff on the best methods of producing and publishing their work requirements.

- Order resources and materials for the Academy equipment.
- To ensure value for money when ordering products and materials.

Administration:

- Filing when required.
- Updating displays, in classrooms and around the school.
- To support with general administrative duties such as word, excel and PowerPoint.
- To cover reception as and when required.

General:

- To participate in school initiatives where every person is expected to contribute to each learner's progress.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

Key Contacts:

- Daily involvement with teaching staff, other support staff and students of the School.
- Contact with parents, school visitors, suppliers and external contractors.

SAFEGUARDING

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
At least five GCSE's or equivalent which must include at least a C grade in Maths and English.	x	
Minimum Level 3 Vocational training/qualification in the care, development or Education of Children or equivalent		x
Knowledge of child behaviour systems		x
A First Aid certificate, or willingness to train as a first aider	x	
NVQ Level 2 in Reprographics or equivalent or evidence of past experience		x
Skills and experience		
Previous experience of working with children in an educational setting	x	
Excellent communication skills with children and parents/carers	x	
Good behaviour management	x	
Knowledge of strategies to inspire and improve outcomes for students.		x
Previous knowledge of printing, document publishing work, and data imaging technology to include practical experience of reprographics machinery and publishing equipment.	x	
Ability to carry out regular, basic maintenance, including changing toner and safety checks on all reprographic equipment		x
Excellent IT skills including advanced knowledge of desktop publishing, Outlook, Word and Excel		x
Awareness of sensitivity and confidentiality issues and the commitment to deal appropriately with the production of associated documents	x	
Working knowledge of relevant policies/codes of practice/legislation with regard to data protection and copyright		x
Personal attributes		
An ability to establish good working relationships with a wide range of people including students and colleagues.	x	
The ability to remain calm and professional during busy periods of cover.	x	

High levels of professional integrity	x	
Be dependable, able to follow instructions and respond to management directions	x	
Commitment to high standards and expectations	x	
Have a willingness to extend skills through appropriate training	x	
Commitment to working within the School's Safeguarding Policy & Procedures.	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on 19th April 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.

Yate Academy

GREENSHAW
LEARNING TRUST

YATE ACADEMY

ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF

020 3988 0218

info@greenshawlearningtrust.co.uk

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